

**Office of Insular Affairs  
Office Contingency Plan for A Lapse In Appropriation**

The Office of Insular Affairs maintains operations at Main Interior with field offices in Hawaii, American Samoa and the U.S. Virgin Islands. Personnel are also assigned to the United States Embassy in Majuro, Marshall Islands and Pohnpei, Federated States of Micronesia.

Office of Insular Affairs has 36 employees on board. This number also includes 2 judges of the American Samoa judiciary. 13 employees will be designated as Exempt. The employees will be funded by prior-year carryover to support ongoing administration of non-lapsing appropriations for compacts and other Insular Affairs programs that are dictated by mandatory obligations. The employees will provide necessary activities in support of the Compact of Free Association, the Capital Improvement Project program and the American Samoa Judiciary. Should a prolonged shutdown occur, three of the 13 employees would be designated as excepted.

Part 1. Designation of Essential Programs/Activities:

| <b><u>Essential Activities</u></b>  | <b><u>Function</u></b>  | <b><u>Justification</u></b>   |
|---|---|---|
| Office of the Assistant Secretary   | Acting Assistant Secretary for Insular Areas  | Function needed to provide leadership and policy direction and to respond to exigencies.  |
| Compact of Free Association Economic Assistance (Non-Lapsing Appropriation) | Assistance programs to Federated States of Micronesia and the Republic of the Marshall Islands. | The United States is bound by treaty obligations to provide financial assistance to health, education, infrastructure, and other grants to these freely associated states. Failure to make payments would shut down education and health systems, and would create serious economic disruption in these island nations and are a violation of terms of this international agreement. Oversight is required to maintain the integrity of these programs. |
| Capital Improvement Project Grants (Non-Lapsing Appropriation)              | Insular area capital improvement projects   | United States insular areas have on-going construction programs requiring contractual payments funded by existing grants. Failure to provide Federal funds will seriously affect island governments' cash flow and may create   |

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|--------------------------|--|---|
|                          |  | financial penalties and defaults.   |
| American Samoa Judiciary | Chief Justice and Associate Justice of the American Samoa Court system | Judiciary Branch of the ASG Government. Presiding judges are paid as Federal employees. Continued operations is required to preserve law and order. |

Part 2. Designation of Exempt Personnel:

| <b>Title and Function</b>                    | <b>Justification for Exempt Designation</b>   |
|--|---|
| Acting Assistant Secretary for Insular Areas | Function needed to provide leadership and policy direction and to respond to exigencies.  |
| Senior Budget Analyst                        | Will maintain required budget execution activities in support of non-lapsing appropriations.  |
| Senior Grant Manager                         | Will administer and provide grant oversight over Compact of Free Association programs (non-lapsing appropriation).  |
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| Grant Manager                                | Will administer and provide grant oversight over Compact Impact grants and the mandatory Capital Improvement Project grants (non-lapsing appropriations)  |
| Grant Manager                                | Will administer and provide grant oversight over Compact Impact grants and the mandatory Capital Improvement Project grants (non-lapsing appropriations). |
| Grant Manager                                | Will maintain payments for Compact of Free Association and Capital Improvement Project payments (non-lapsing appropriations)                              |
| Chief Justice                                | Presiding Judge for American Samoa Judiciary system which is necessary for law and order.   |
| Associate Justice                            | Presiding judge for American Samoa Judiciary system which is necessary for law and order.   |